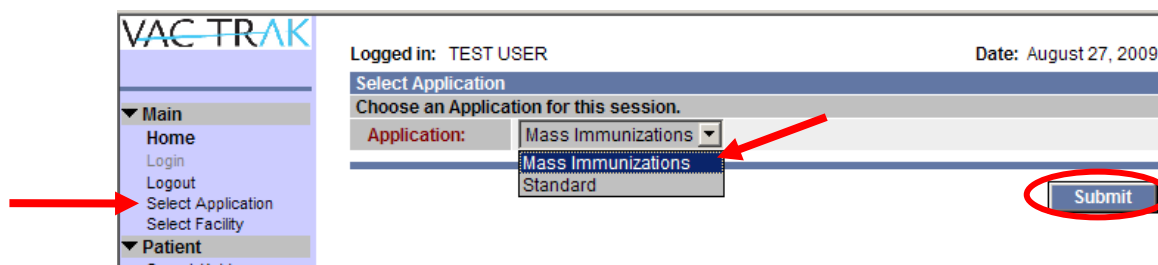


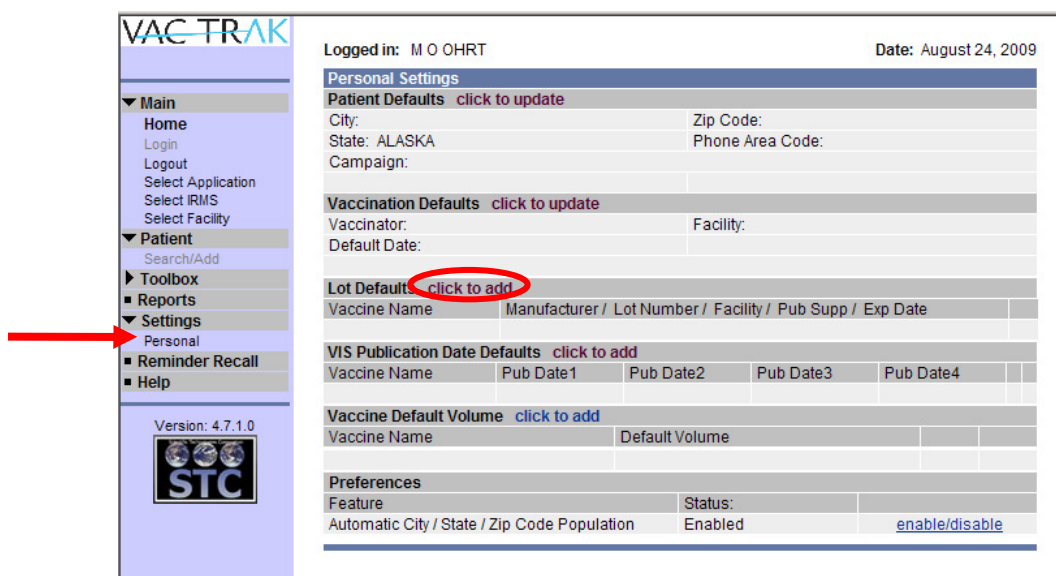
VacTrAK H1N1 User Guide

DATA ENTRY INTO MASS IMMUNIZATIONS MODULE

1. All data entry for the H1N1 vaccine will take place in the VacTrAK Mass Immunizations Module to allow for quick entry for a specific vaccine. On the left-hand menu under the Main heading click on **Select Application**. Choose Mass Immunizations from the drop down list and click the **Submit** button on the bottom right.



2. The VacTrAK homepage will appear once you are in the Mass Immunizations Module. On the left hand menu under the Settings heading select **Personal**. Next to the Lot Defaults heading click on the **Click to add** text to add the current vaccine lots in use by your facility.



- On the Lot Defaults Add/Update screen select the appropriate Novel H1N1 vaccine from the drop down menu and click the text **Click to select**.

VAC TRAK

Logged in: TEST USER Date: August 27, 2009

Lot Defaults Add/Update

Vaccine/Med Description: Novel Influenza H1N1-09, Injectable

Manufacturer: [Click to select](#)

Lot Number:

Expiration Date:

Lot Facility:

Publicly Supplied:

Cancel Reset **Add/Update Now**

- A pop-up window will appear with a list of all of the vaccine lots available at your facility for the vaccine selected. Choose the correct vaccine. More than one lot can be added for each vaccine type by repeating Steps 2-5.

Note: Vaccine lot information will be entered by the Vaccine Depot at the State of Alaska for the Novel H1N1-09 vaccine sent to your facility. For the vaccine lots showing up on the data entry screen in the Mass Immunizations Module, you will need to add them to your personal preferences from what is available at your facility (this is completed in Steps 2-5).

https://vactrakdev.alaska.gov - Select Lot Number - Microsoft Internet Explorer

Select Lot Number

Select	Manufacturer	Lot Number	Facility	Pub. Supplied	Expiration Date	Doses Available
-->	NOVARTIS PHARMACEUTICAL CORP.	HNT111	CLINIC 1	Y	09/01/2010	100

Cancel Clear

- Once the selected lot populates the lot detail fields, click the **Add/Update Now** button to add the default lot. Repeat Steps 2-5 for all H1N1 vaccine lots at the facility.

VAC TRAK

Logged in: TEST USER Date: August 27, 2009

Lot Defaults Add/Update

Vaccine/Med Description: Novel Influenza H1N1-09, Injectable

Manufacturer: NOVARTIS PHARMACEUTICAL CORP. [Click to select](#)

Lot Number: HNT111

Expiration Date: 09/01/2010

Lot Facility: CLINIC 1

Publicly Supplied: Y

Cancel Reset **Add/Update Now**

6. Now you are ready to enter the patient immunization data. On the left hand menu under the Patient heading click on **Search/Add**. Type in the patient's first initial, last initial and date of birth in the patient search screen and click the **Run Search** button.

VAC TRAK

Logged in: TEST USER Date: August 24, 2009

Patient Search

Patient Information

First Name or Initial:

Last Name or Initial:

Birth Date:

Run Search

7. One patient was found in VacTrAK that matched our search criteria of first initial z, last initial t and date of birth 02/22/1986. Select the patient for which you were searching.

VAC TRAK

Logged in: TEST USER Date: August 27, 2009

Patient Search

Search Criteria

Patients found with: First Initial = " z " and Birthday = " 02/22/1986 " OR Last Initial = " t " and Birthday = " 02/22/1986 "

Search Results

Records Found = 1

Select	First Name	Middle Name	Last Name	Birth Date	Grd First Name	Grd Middle Name	Grd Last Name
<input type="radio"/>	ZACHARY		TESTING	02/22/1986			

Before adding a new patient, check to make sure the patient you want to add is not listed above.

Cancel **Add New Patient**

8. If the address listed is correct, click the check box at the top to add the address information already listed in VacTrAK to this record. Please enter any other information collected by your facility to this screen to help link patient matches in the system.

VAC TRAK

Logged in: M O OHRT (IRMS: 1069) Date: September 8, 2009

Patient Address Information (Most recent record in system)

☐ Check this box to copy the address information from the most recent record to the data entry box **ONLY** if it matches what is reported on paper.

Street: 1234 MOOSE PASS RD. State: AK
City: ANCHORAGE Phone Number:
Zip Code: 99503

Patient Edit

First Name: ZACHARY SSN:
Middle Name: Birth Date: 02/22/1986
Last Name: TESTING Sex: --select--

Address


Street:
Zip Code: City:
State: --select-- Phone Number:

Guardian Info

Mother's Maiden Name: Guardian First Name:

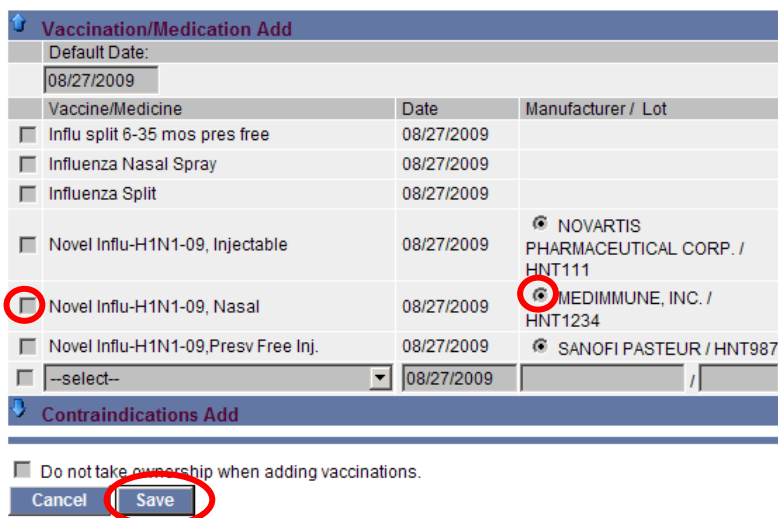
Comments

Campaign: --select--
Tier: --select--
Vaccinator: --select--

Version: 4.7.2.0


9. Scroll down the page to the Vaccination/Medication Add section. Click on the check box for all of the influenza vaccine administered, making sure that the vaccine lot information for the H1N1 vaccine matches what is listed in VacTrAK (return to [Step 2](#) if vaccine lot is not showing correctly). Click the **Save** button when complete.

Note: Lot information will only be available for the Novel H1N1 flu vaccine in VacTrAK

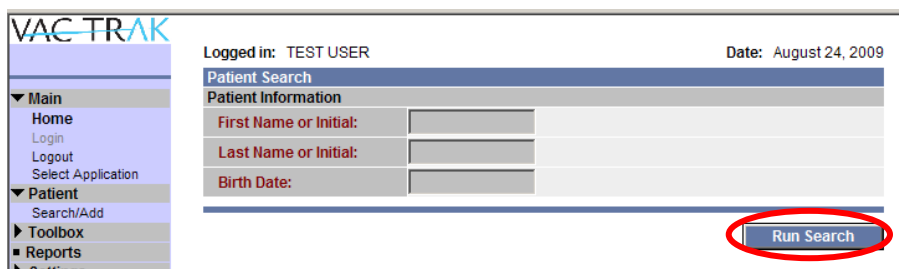


Vaccine/Medicine	Date	Manufacturer / Lot
<input type="checkbox"/> Infl split 6-35 mos pres free	08/27/2009	
<input type="checkbox"/> Influenza Nasal Spray	08/27/2009	
<input type="checkbox"/> Influenza Split	08/27/2009	
<input type="checkbox"/> Novel Infl-H1N1-09, Injectable	08/27/2009	NOVARTIS PHARMACEUTICAL CORP. / HNT111
<input checked="" type="checkbox"/> Novel Infl-H1N1-09, Nasal	08/27/2009	MEDIMMUNE, INC. / HNT1234
<input type="checkbox"/> Novel Infl-H1N1-09, Presv Free Inj.	08/27/2009	SANOFI PASTEUR / HNT987
<input type="checkbox"/> --select--	08/27/2009	

☐ Do not take ownership when adding vaccinations.

Cancel **Save**

10. You will be directed back to the patient search page to look-up the next patient. Type in the next patient's first initial, last initial and date of birth in the patient search screen and click the **Run Search** button.



VAC TRAK

Logged in: TEST USER Date: August 24, 2009

Patient Search

Patient Information

First Name or Initial:

Last Name or Initial:

Birth Date:

Run Search

ADDING A NEW PATIENT IN MASS IMMUNIZATION MODULE

11. No patients were found in VacTrAK that matched our search criteria of first initial p, last initial t and date of birth 07/21/76. First, verify that you searched on the correct initials and date of birth. If your search was correct and this patient is not in VacTrAK, click the **Add New Patient** button on the bottom right.

VAC-TRAK

Logged in: TEST USER Date: August 28, 2009

Patient Search

Search Criteria

Patients found with: First Initial = " p " and Birthday = " 07/21/1976 " OR Last Initial = " t " and Birthday = " 07/21/1976 "

Search Results

Records Found = 0

Select	First Name	Middle Name	Last Name	Birth Date	Grd First Name	Grd Middle Name	Grd Last Name
Before adding a new patient, check to make sure the patient you want to add is not already in the system.							

Cancel Add New Patient

12. Enter the demographic and vaccination information for this patient. For new patients you will be required to add the patient's gender, address, and guardian information in order to link them to other records in VacTrAK in the future. See [Step 8-9](#) for assistance. Click the **Save** button when finished.

Patient Add

First Name: P Birth Date: 07/21/1976

Middle Name: Sex: --select--

Last Name: T SSN:

Address

Street:

Zip Code: City:

State: AK Phone Number:

Guardian Info

Mother's Maiden Name: Guardian First Name:

Comments

Campaign: --select--

Tier: --select--

Vaccinator: --select--

Vaccination/Medication Add

Default Date: 08/27/2009

Vaccine/Medicine	Date	Manufacturer / Lot
<input type="checkbox"/> Influenza split 6-35 mos pres free	08/27/2009	
<input type="checkbox"/> Influenza Nasal Spray	08/27/2009	
<input type="checkbox"/> Influenza Split	08/27/2009	
<input type="checkbox"/> Novel Influenza-H1N1-09, Injectable	08/27/2009	NOVARTIS PHARMACEUTICAL CORP. / HNT111
<input type="checkbox"/> Novel Influenza-H1N1-09, Nasal	08/27/2009	MEDIMMUNE, INC. / HNT1234
<input type="checkbox"/> Novel Influenza-H1N1-09, Presv Free Inj.	08/27/2009	SANOFI PASTEUR / HNT987
<input type="checkbox"/> Click to select	08/27/2009	/

Contraindications Add

☐ Do not take ownership when adding vaccinations.

Cancel Save